

Summer 1994

Master's and Educational Specialist Degree Programs for Teachers GEM Program Summer 1994

Nova Southeastern University

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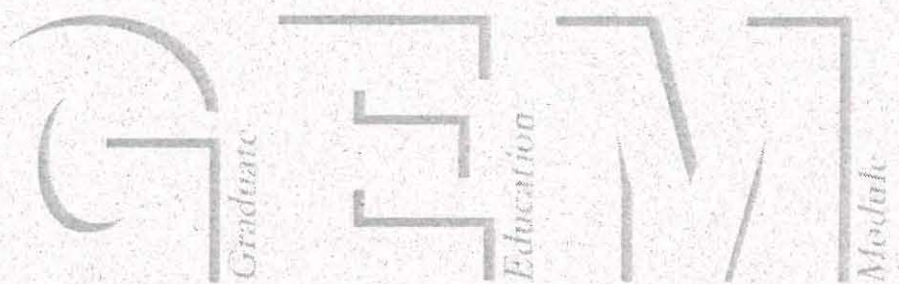
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MASTER'S
AND
EDUCATIONAL
SPECIALIST
DEGREE
PROGRAMS
FOR
TEACHERS



G E M P R O G R A M
SUMMER 1994

NOVA
SOUTHEASTERN
UNIVERSITY

ABRAHAM S. FISCHLER CENTER
FOR THE ADVANCEMENT OF EDUCATION

STUDENT HANDBOOK

**Masters and Educational Specialists
Degree Programs for Teachers
(The Graduate Education Module Program)**

Summer 1994

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INTRODUCTION

This handbook is designed to assist students in answering many questions about the Graduate Education Module (GEM) program. The handbook is a reference that brings together information from a variety of sources. Among the topics described in this book are important Nova Southeastern University policies, GEM program procedures, student responsibilities, and academic policies. It is organized into sections which address both academic and non-academic aspects of the program. Beginning students may want to read the handbook straight through the first time. Continuing students will want to refer to specific topics for clearer understanding and to recall previously learned material. This handbook does not serve as a substitute for the Graduate Education Module Program Catalog. The catalog remains the official academic document for the Program.

A QUICK GUIDE ON WHERE TO CALL

Nova Southeastern University office hours are 8:30 A.M. to 5:00 P.M. Academic advising, financial aid, and Nova Books have extended hours, including Saturdays. These hours are provided in the listing below. Note also that the automated answering system has a slightly different message on Saturdays. On Saturdays you can reach the Abraham S. Fischler Center for the Advancement of Education (FCAE), Nova Books, and the financial aid office by pressing 2, "graduate program," on the main menu.

Academic Advising

Local: (305) 475-7449

Toll free: 1-800-986-3223, Ext. 7440

Hours: Monday, 8:30 A.M. to 5:00 P.M.
Tuesday through Friday, 8:30 A.M. to 8:00 P.M.
Saturday, 8:30 A.M. to 1:30 P.M.

Counselors:

Kamelia El-Kolalli, Extension 1531
Thelma (Dee) Howard, Extension 7452
Mary Kreutzer, Extension 7448
Mark Seldine, Extension 7422

Admissions

Local: (305) 475-7628

Toll free: 1-800-986-3223, Ext. 7628

Commencement Attendance

Local: (305) 475-7474

Toll free: 1-800-986-3223, Ext. 7474

Computer Accounts

NOTE: Your Site Administrator has forms and will submit account requests to the GEM office. For the status of your account, contact Reina Muniz.

Local: (305) 452-1532

Toll free: 1-800-986-3223, Ext. 7461

Joanne Acosta, Ext. 7591

Bradenton/Sarasota
Fort Lauderdale
Fort Myers/Naples
Jacksonville (continuing students
only)

Penny Weiman, Ext. 1517

Daytona
Gainesville
Miami
Orlando

Kimberly Nicely, Ext 1518

Las Vegas
Melbourne
Phoenix
Tampa
West Palm Beach

Practicums

Local: (305) 475-7474, or 452-1541, or 476-8933 (see below)

Toll free: 1-800-986-3223

Dial the extension for the practicums site manager for your site.

Mary Connery, Ext. 1541

Daytona
Ft. Pierce
Jacksonville
Las Vegas
Orlando
Phoenix
West Palm Beach

Nichole Patterson, Ext. 8933

Gainesville
Melbourne
Miami
Tampa

Fran Fisher, Ext. 7474

Bradenton
Fort Lauderdale
Fort Myers/Naples
Freeport
Tallahassee

Library

The Off-Campus Library Service is housed in the Nova Southeastern University Einstein Library. You may leave an order for materials, or a message at any time by calling the toll-free number, 1-800-541-6682, and choosing the option that corresponds to General Student Services or call (305) 475-7388.

ACADEMIC AND CERTIFICATION ADVISING

When to Consult a Counselor

The Graduate Education Module Program is fortunate to have four full-time counselors who are experts in state certification. **Upon entering the program, every student is required to have a program outline signed by a counselor.** Students fill out a preliminary program outline at the new student information meeting at their site, this meeting is usually scheduled for the third class session in the first session of every term. The proposed program outlines are collected by the site administrator and are sent to the counselors on campus for review. The counselors make the necessary corrections and send a signed copy of the outline to the student. If major adjustments are required, the counselor will attempt to contact the student to discuss any problems.

Some students should contact a counselor before registering for the first course, or immediately after registering for the course. Those who should consult a counselor before planning their entire program include the following categories of students.

1. Students who do not already have certification in Florida (or in Arizona or Nevada for students attending the GEM program in those states).
2. Students who are certified but are making a major change in field or adding a field.
3. Students who are requesting a transfer of credit.

Students should consult with a counselor whenever they plan to change their major or change their status in the program (from non-degree seeking to degree-seeking, for instance).

Who to Call and How

All four counselors on the advising staff can assist any student. If you call at a busy time and cannot reach a specific person, you may talk with any other counselor. You may reach a counselor during the established hours. The hours for the individual counselors are sometimes staggered to allow for evening and Saturday coverage.

Hours: Monday, 8:30 A.M. to 5:00 P.M.
 Tuesday through Friday, 8:30 A.M. to 8:00 P.M.
 Saturday, 8:30 A.M. to 1:30 P.M.

Counselors may be reached by calling a local or toll-free number.

Local: (305) 475-7449, ask for counselor's extension
Toll-free: 1-800-986-3223, plus appropriate extension

SAMPLE PROGRAM OUTLINE



ABRAHAM S. FISCHLER CENTER
FOR THE ADVANCEMENT OF EDUCATION
3301 College Avenue
Fort Lauderdale, Florida 33314
(305) 475-7449
(800) 986-3223

Degree Major _____
SITE _____
DEGREE _____
M.S. _____ Ed.S. _____

Program Outline

Social Security Number _____ Home () _____
Name _____ Work () _____
Address _____
Areas of Current Certification _____ Prof. _____ Temporary _____

Date Completed		Credit	Take at Nova	Transfer of Credit
	(required) CUR 521/2/3/4/5	3		
	(required) *	3		
	(required) *	3		
		3		
		3		
		3		
		3		
		3		
		3		
		3		
		3		
		6	= 36 SEMESTER HOURS	
	PRACTICUM			

This program will/will not satisfy current specialization requirements for _____
It is the student's responsibility to verify that he or she has met all professional certificate preparation.

- * one required major course
- * one major or elective course

Site Administrator's Initials

Date _____

Student Affairs Advisor

ACADEMIC POLICIES AND PROCEDURES

GRADING POLICY

The GEM Program uses the following grading system.

Grade			Quality Points
A	=	Excellent achievement	4.0
B	=	Good achievement	3.0
C	=	Below expectations for graduate work	2.0
D	=	Poor achievement	1.0
F	=	Failure	0.0
P	=	Pass	0.0
PR	=	Progress shown	0.0
WU	=	Administrative withdrawal	
Z	=	No grade submitted by instructor	
I	=	Incomplete	

No plus or minus grades (e.g., A-, B+) are used in the GEM Program.

Incompletes

Students who find themselves unable to complete all assignments because they face unexpected personal or professional emergencies during a class may request a grade of "Incomplete" from the instructor. Grades of "I" must be requested in advance and will not be given automatically to students who do not complete course requirements. Grades of "I" will not be given to students who do not attend or turn in any assignments. The instructor should fill out the conditions for removing the "I" on an "Incomplete Grade Agreement" form. The form will be forwarded to the student from the Program Office. The length of time and the academic tasks for removing an "I" are determined by the instructor. Generally instructors grant students up to one month after the last class meeting to complete all course requirements. Four months after the last class meeting all grades of "I" that have not yet been changed to another grade are administratively changed to a grade of "F."

Probation

GEM students must maintain a grade point average of at least 3.0 (B) for retention in the program. Students who are unable to maintain a 3.0 g.p.a. will be notified and may be placed on academic probation. Students who remain on academic probation for more than one term may be terminated from the program.

Time Limit

Students have four years to complete all requirements for the degree, dating from the first term in which the student registered for Nova courses applied toward the degree program. Students who become degree-seeking cannot apply Nova courses taken more than four years previously toward their degree program. Persons who later wish to become degree-seeking must decide whether: 1) to apply courses taken while they were non-degree seeking toward their degree and have their time limit in the program date from the courses; or, 2) begin anew and have a longer time to complete all requirements for the degree.

Extensions

A one-year extension is possible under extenuating circumstances. The request for an extension must be made in writing to prior to the end of the student's four-year time limit. Forms can be obtained by calling the Program Office, extension 1519. Extensions are reviewed and are not granted automatically.

Transfer of Credits

Up to six semester hours of graduate transfer credits in teacher education may be accepted by the GEM Program, provided that the following conditions apply:

- The requirements for the student's major or certification area allow for transfer of credit.
- The credits were earned at a regionally accredited graduate institution within a five-year period preceding the student's request for transfer.
- The courses were not used toward a prior degree.
- The grades assigned the courses were either A or B.
- An official transcript has been received by the Student Affairs Department of FCAE to aid in the evaluation of the courses under consideration for transfer.
- A Request for Transfer of Credit form has been completed by the student (forms are available at all GEM sites). A sample form is provided on page 14.
- Final approval of transfer of credits has been given by the appropriate student counselor.
- No transfer of credit will be applied to courses used to meet requirements for degree candidacy. These courses include CUR 521-5 and EDU 721.
- No transfer of credit will be applied to the practicum.

Credits transferred will decrease the overall total of 36 credits required for GEM degree programs, but will not be computed in the student's grade point average.

Since state requirements for additional certification coverages are increasing and since, in many cases, passing scores on state certification examinations are required, it is mandatory that all GEM students pursuing additional coverages consult with their student counselor in the GEM Program offices as to current state policies that may affect GEM transfer of credit.

SAMPLE TRANSFER OF CREDIT FORMS

Request for Transfer of Credit (to be filled out by student)



ABRAHAM S. FISCHLER CENTER FOR THE ADVANCEMENT OF EDUCATION
3301 College Avenue, Fort Lauderdale, Florida 33314

Transfer Credit Acceptance

(One Transfer Credit Form per Course Please)

Student No. (Soc. Sec. No.) _____	Student's Name _____	Date _____
Term and Year Taken _____	Institution Where Earned _____	
Title of Course Taken _____	Grade _____	Credit Hours _____
Is above course to be used as elective credit <input type="checkbox"/> yes <input type="checkbox"/> no		
If not elective, what course in your program is being replaced? _____		
Dept. _____	Course No. _____	Title _____
		Credit Hours _____
Advisor's Signature _____	Academic Unit _____	

Transfer of Credit Acceptance (Filled out by advisor, a copy is sent to the student)



ABRAHAM S. FISCHLER CENTER FOR THE ADVANCEMENT OF EDUCATION
3301 College Avenue, Fort Lauderdale, Florida 33314 • 1-800-541-6682 x 7449

REQUEST FOR TRANSFER OF CREDIT

SITE _____	DATE _____	SS# _____
NAME _____ (please print)	ADDRESS _____ street apt. #	
DEGREE: MS / Ed.S. (circle one)	city _____	state _____ zip _____
MAJOR: _____	AREA OF CERTIFICATION _____	() () ()
OFFICIAL TRANSCRIPT FROM: _____	PLEASE FILL THIS IN	TEMP. PROF.
NAME OF COLLEGE/UNIVERSITY _____		

FILL IN NOVA COURSES YOU WISH TO WAIVE:

M.S. _____	3 credits	3 credits	Ed.S. _____	3 credits	3 credits
------------	-----------	-----------	-------------	-----------	-----------

A PROGRAM OUTLINE WILL BE PROVIDED AT THE SITE YOU ATTEND. TRANSFER OF CREDIT MUST BE APPROVED BY COUNSELOR. COMPLETE THIS FORM AND RETURN TO STUDENT AFFAIRS. YOU WILL BE NOTIFIED OF ACCEPTANCE OR DENIAL OF TRANSFER OF CREDIT.

SAMPLE DATA CHANGE FORM



NOVA UNIVERSITY

OFFICE OF THE UNIVERSITY REGISTRAR
3301 College Avenue
Fort Lauderdale, Florida 33314

Data Change Form

NAME _____ DATE _____
DEGREE ☐ BACHELOR'S ☐ LAW SOCIAL SECURITY NUMBER _____
☐ MASTER'S ☐ DOCTORAL
☐ ED. SPECIALIST
WHAT PROGRAM DOES THIS CHANGE
PERTAIN TO? _____

WHAT IS OR SHOULD HAVE BEEN THE EFFECTIVE DATE OF THIS CHANGE? _____

Please make the following changes in my records:

A CHANGE OF NAME MUST BE ACCOMPANIED BY OFFICIAL DOCUMENTATION.

☐ Address ☐ Phone ☐ Employment ☐ Major ☐ Other _____

CURRENT INFORMATION: _____

NEW INFORMATION: _____

FOR GEM STUDENTS ONLY:

EDUCATION MAJOR _____
CURRENT CERTIFICATION _____
ADVISER'S SIGNATURE _____

NOVA COLLEGE STUDENTS:

PROGRAM CHANGE _____
MAJOR CHANGE _____
ADVISER'S SIGNATURE _____

Student's Signature _____

Copy Distribution: White-Registrar's Office Yellow-Accounts Receivable Pink-Program Office

OFFICE USE ONLY

Processed By _____
Date _____

- **For 50 percent refund:**
withdrawal in writing before the third regular class session, regardless of class attendance
- No refunds after the third class session, regardless of class attendance.

Practicums

- **For 75 percent refund:**
withdrawal in writing within 30 days of initial registration
- **For 50 percent refund:**
withdrawal in writing between 30 and 60 days after initial registration

No refunds after 60 days from initial registration.

In addition, Florida law provides that students have three working days from the date of signing an enrollment contract or financial agreement with the University to request a cancellation of the contract in writing and receive a full refund of any tuition and registration fees paid. Further a student shall receive a full refund of tuition and registration fees paid by the student prior to the commencement of instruction if the student submits a written request to the institution within three working days of the payment.

Grievances

If you have a concern about a policy, procedure or administrative action of Nova Southeastern University, you should discuss your problem with your Site Administrator. If your concern is about the policies and expectations of a specific instructor, meet with the instructor and discuss your problem with the instructor first.

Most issues and concerns are swiftly and easily resolved. However, in those cases where a dispute or problem cannot be resolved, there is a formal grievance procedure. The steps in the formal grievance procedure are outlined below. The forms for filing a grievance can be obtained by calling 1-800-986-3223, extension 7449.

Steps in the Formal Grievance Procedure

The purpose of this procedure is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure or administrative action of Nova Southeastern University. Students and faculty are encouraged to informally resolve disputes prior to instituting a formal grievance.

- b. A majority vote of the committee shall be determinative.
 - c. The Committee may not substitute its judgement for the qualitative academic decision of the faculty member rendering the grade or assessing the student's work. The committee may only recommend to uphold or reverse the Center's decision. In the event the Committee reverses the Center's decision, the Program Director shall fashion a remedy consistent with sound academic principles which shall be final. The Committee may not address sanctions, which are wholly within the Program Director's discretion.
 - d. The Committee shall render its decision in writing on forms provided.
 - e. The Committee shall be obliged to render a decision within fourteen (14) calendar days following the close of the hearing.
4. The decision of the Committee shall be final and binding. Any student filing a grievance shall be notified of the Committee decision by certified mail to their last official address. Any suit filed to challenge a procedure or determination under these proceedings, shall be filed in a court of competent jurisdiction in Broward County Florida and the laws of the State of Florida shall apply.

FOR ARIZONA STUDENTS ONLY

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

Low Enrollment Classes

At any site, classes with enrollments of fewer than 15 students may be cancelled or offered in one of several alternative formats using distance education techniques. Students may choose to enroll in a course offered in an alternative format or they may choose to wait until there is sufficient enrollment to offer the course in a traditional form at their site. Students who wish to do so may also travel to a nearby site to take a course or courses.

Depending upon the subject matter of the course and the site involved, any one of several different telecommunications techniques may be used. The most common formats are described below.

TUITION, FEES, AND FINANCIAL AID

Tuition and Fees

Full information on tuition and fees is listed in the GEM Program catalog. However, tuition and fees are subject to change at any time. Your site administrator will have current information.

Due Dates

Registration deadlines for continuing students and new students are published in the current GEM catalog. Please mark these dates on your calendar, they are enforced. Note that you may register by mail, but the deadlines for mail registration are earlier to allow for delivery of the registration. The date on the postmark of mailed registrations determines whether the deadline was met.

Late fees are assessed for all registrations that do not meet the deadline. If the late fee is not paid at the time of registration you will be billed. Requests for a waiver of a late fee are granted only in extraordinary circumstances, and only by the Director of the GEM Program. Such requests must be made in writing.

Split Tuition Payment

Students registering for two or more courses in the same term and session may split their tuition payment. You may also split your tuition payment for the 6-credit practicum. The guidelines for doing so are as follows:

You may split your tuition payment if:

You are registering for two courses in the same term and session.
(You are taking one course in the morning and one in the afternoon.)

You are paying by check.

You can do so by:

Paying half the tuition for the two courses, plus the registration fee and all other fees due at the time of registration.

Paying the remaining half of the tuition by a check dated 30 calendar days from the date that you register.

When you split your tuition you are making a partial payment for two courses, not a full payment for one course:

Financial Aid

Where and How to Get Information

The goal of the Office of Student Financial Aid is to advise you on how your education at Nova Southeastern can be affordable. Our programs include "need-based" and "non-need-based" loans. Your degree of need is calculated from the information you submit on the FREE APPLICATION FOR FEDERAL STUDENT AID(FAFSA). More than 90 percent of our students qualify for need-based or non-need-based loans.

- The Office of Student Financial Aid is here to help you become a student at Nova Southeastern University.
- Even if you are undecided about the exact term for beginning your degree program, complete the *FAFSA* as soon as possible. The Federal Student Aid program requires six to eight weeks to process the form.
- We welcome your questions and are here to serve you.

Tina Jones, Adviser
Office of Student Financial Aid
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, Florida 33314
(305) 475-7410
Toll free (800) 522-3243 (U.S.)
FAX (305) 452-1415

When to Apply for Financial Aid

Normal application processing can take up to 12 weeks. A set of recommended deadlines for submitting all forms is provided in your current program catalog. Applications for major federal programs are usually available in January for the next academic year. Students requesting federal financial aid for the Summer Term must complete a separate summer aid application.

You must have a financial aid award effective within the start and end dates for the courses that you register for. The GEM Program will reject registrations that are not accompanied by a financial aid award letter. Students who forget to bring their letter to registration, or whose letter is in the mail, may sign a "Financial Aid Statement" in which they warrant that they have a current award and make a commitment to pay their tuition regardless.

Major Federal Programs

NEED-BASED LOAN PROGRAMS

These are programs for which you must show a financial need.

Federal Perkins Loan (NDSL)

This is a federally funded, long-term loan program.

Loan Amount: Dependent on need, but no more than \$1,500 for a graduate student per academic year.

Interest Rate: 5 percent

Loan Repayment Begins: 1) Six months after graduation for students having an NDSL prior to July 1, 1987

2) Nine months after graduation for students having a Federal Perkins Loan for the first time

Origination Fee: None

Federal Stafford Loan (formerly Guaranteed Student Loan)

This is a federally sponsored long-term loan program.

Loan Amount: Dependent on need, but no more than \$7,500 for periods of enrollment beginning prior to 10/1/93; \$8,500 for periods of enrollment beginning after 10/1/93.

Interest Rate: The interest rate for previous borrowers will continue under the same terms and conditions as their prior loans.

The rate will be variable, not to exceed 9 percent, for those borrowing for the first time.

Origination Fee: 5 percent of total loan.

Guarantee Fee: Varies according to guarantor; ranges from 3 percent of total loan to \$78.75.

State of Florida Financial Aid Programs for Educators

In addition to the federal programs outlined on the previous pages, Florida generally offers several loans and scholarship programs for teachers. Both the regulations and the levels of funding are subject to change annually. Programs available for the 1993-94 academic year are listed below.

Florida Teacher Scholarship Forgivable Loan Program; Critical Teacher Shortage Forgivable Loan

For information about the program call:

Nova Southeastern University Financial Aid Office, Ms. Liz Ziegler
(800) 986-3223, Ext. 7410

Application forms are available from:

Office of Student Financial Assistance
Florida Department of Education
1344 Florida Education Center
Tallahassee, FL 32399-0400

Send completed forms to:

Mrs. Shirley Patchin
FCAE
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, FL 33314

Mrs. Patchin arranges for Nova Southeastern University verification and signatures and for forwarding of the forms to the Florida Department of Education

Critical Teacher Shortage Tuition Reimbursement Program

For information about the program call:

Florida Department of Education Office of Student Financial Assistance,
Ms. Marcia Colston, (904) 487-0067

Application forms are available from:

Office of Student Financial Assistance
Florida Department of Education
1344 Florida Education Center
Tallahassee, FL 32399-0400

Send completed forms to:

Mrs. Shirley Patchin
FCAE
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, FL 33314

Mrs. Patchin arranges for Nova Southeastern University verification and signatures and for forwarding of the forms to the Florida Department of Education

RESOURCES

Nova Books

You can obtain textbooks and other required materials through Nova Books. Two weeks before each session begins you may pick up a booklist at your site with the required texts for each course, the costs of the texts, shipping costs, and ordering information. Order forms for texts are also provided. Off campus students may order books by mail, or by phone or fax using a credit card. Students who have computer accounts at Nova Southeastern can also order books on line. Type in "mail novabook" at your prompt. Be sure to include all the information requested in the order form in your booklist.

Nova Books recommends that you purchase textbooks at the same time that you enroll in a course, since textbooks are changed regularly. For the same reason, you should only purchase textbooks for the courses you are taking in the current term.

Nova Books may be reached by calling (800) 509-2665 or (305) 476-4750; The fax number is (305) 476-4759.

Off-Campus Library Services

Students can use Off-Campus Library Services to order books, request copies of periodical articles or ERIC microfiche, search catalogs, search indexes, or for assistance from a reference librarian. Any book in Nova's Einstein library holdings will be mailed directly to you at your request. Books are sent first class within 24 hours. You may keep the book for one month. The only charge that you incur is the cost of returning the book by third class mail. Naturally, all requests are subject to the book's availability at the time of the request. You may request a Xerox copy of any article from any periodical in the library's holdings. You may also request up to 12 microfiche of documents in ERIC (Educational Resources Information Center). This may be done by conducting a computer search either on campus or at any library, printing or recording the order number of documents you want, and ordering the documents by phone or fax, or by calling a reference librarian for help with a search. The ERIC data base at Nova and the Einstein Library card catalog can be accessed on line. You will need a computer, a modem, communications software for your computer, and a Nova "Unix" computer account. Directions for reaching the library on line are sent with each computer account.

To reach the Off-Campus Library Service call: (800) 541-6682; select the options corresponding to General Student Services and then the Main Library on the automated menu. The fax number is (305) 476-4760.

**NOVA SOUTHEASTERN UNIVERSITY STUDENT
RIGHTS AND RESPONSIBILITIES**

The Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the University community. Abiding by the code ensures a climate wherein all members of the University community can exercise their rights of membership.

Nova Southeastern University Statement of Academic Rights and Responsibilities

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university;
- A scrupulous respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Students are responsible for obtaining, learning, and observing the established University and center policies as listed in all

official publications. In addition, students must comply with the legal and ethical standards of the institution as well as those of Broward County and the State of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

A. Academic Standards

The University expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. **Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

Sample Copyright Permission Request

(Name of author or publisher)

Macmillan Publishing Company
Attention: Copyright Permission Contact
866 Third Avenue
New York, NY 10022

To Whom It May Concern:

I am a student enrolled in a graduate education program at Nova University in Fort Lauderdale, Florida. I would like to formally request your permission to use the following material as an inclusion in my assignment.

(Name of specific material)

Please note that the University requires the permission be provided in writing. I am prepared to incur any expenses related to the reproduction of the material. Your assistance will be greatly appreciated. If you need additional information please feel free to contact me at (phone number).

Sincerely yours,

(name of student and signature)

Student Code of Computer Ethics

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance academic experience. The University's computer systems are vital to the University's programs of instruction, research, and administration. Nova Southeastern University's computer systems refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, computer systems refer to systems ranging from multiuser time-sharing systems to single-user terminals and personal computers, whether free standing or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life and it is of equal importance. All students are expected to abide by the Nova Southeastern University Code of Student Conduct and Academic Responsibility. Students, as part of their academic preparation toward specific professional career goals, must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, student technology users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other users' rights to privacy.

The student user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Student users of Nova Southeastern University's computer systems are subject to all applicable federal, state, and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida State Statutes may be examined

online or in a student's academic program office.

In addition, a student accessing any of Nova Southeastern University's computer systems, whether a multiuser time-sharing system or a single-user terminal or personal computer, must:

- Have proper authorization for use or attempted use of accounts within the Nova Southeastern University computer systems
- Limit the use of Nova Southeastern University computer systems to academic activities as defined by the student's academic program office
- Refrain from attempting to tamper with or obstruct the operation of Nova Southeastern University's computer systems
- Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical
- Refrain from any attempt to use Nova Southeastern University's computer systems as a means for the unauthorized access to computer systems outside the University's systems
- Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files, is illegal and unethical
- Be aware that using Nova Southeastern University's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate University policy, procedures, and agents
- Use only legally obtained or licensed data or software in accordance with its license or purchase agreement
- Be in compliance with federal copyright laws and the Nova Southeastern University Copyright Code.

Federal Trafficking Penalties

PENALTY			Quantity	DRUG	Quantity	PENALTY	
CSA	2nd Offense	1st Offense				1st Offense	2nd Offense
I and II	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg ¹ or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.	5-49 gm mixture	COCAINE BASE	50 gm or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
			1-10 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	FENTANYL	400 gm or more mixture		
	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.

Drug	Quantity	First Offense	Second Offense
Others ²	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.

¹ Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

² Does not include marijuana, hashish, or hash oil.

Federal Trafficking Penalties – Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 50 kg	Marijuana		
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances
- To support those who choose not to drink alcohol or to use other drugs
- To teach those who choose to drink alcohol to do so responsibly
- To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

- 1. Alcohol and Drug Resource Center.** The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.
- 2. Advisory Committee.** This is a group of administrators, faculty, and student leaders who are appointed by the vice-president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center.

The group meets monthly to discuss and develop program plans and activities.

- 3. Alcohol and Drug Awareness Activities.** Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.
- 4. Student Organizations.** The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).
- 5. Alcohol and Drug Workshops.** Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties that involve drinking.
- 6. Academic Courses.** Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several

there appears to be a reasonable likelihood of the spread of the disease within the University community by an infected person, the assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward County Health Department for recommendations of appropriate action consistent with state law.

The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study so long as he or she is able to continue to perform regular responsibilities satisfactorily and so long as the best available medical evidence indicates that his or her continued status does not present a health or safety threat to self or others. Infected employees with diseases that threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.
3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.
4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include,

subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.

5. No infected person (employee or student) may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrate that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.
6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

Policy on Sexual Harassment

It is the intent of Nova Southeastern University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII.

promptly and thoroughly investigated by the Human Resources Department and should be reported promptly to the director of human resources.

B. At Nova Southeastern University, sexual harassment by employees of students is defined as un-welcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
2. Submission to or rejection of such conduct affects academic decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
4. Unwelcome patting, pinching, or touching;
5. Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class

(including supervised student activities for which academic credit is given) may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism that can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

Privacy of Records

Nova Southeastern University maintains a system of records that includes application forms, letters of recommendation, admission test scores, and transcripts of students previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students academic records until all their accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: a) students name; b) dates of attendance; c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in